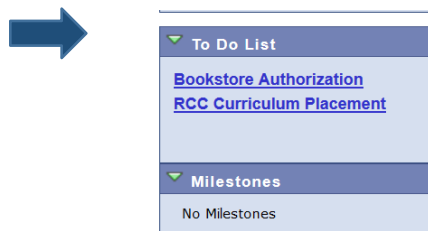


How to Purchase Books Using Financial Aid at the Bookstore for Second 8 week courses only! ***Please note that students that are taking regular session courses such as 15 week and 12 week sessions are Not eligible to purchase books using financial aid during this period in the semester.**

1. Log into your student center and View your **To Do List** which is located on the right side of the window.
2. Click on the Bookstore Authorization link on your **To Do List** item to view the details.



3. Please sign and return the fillable bookstore authorization form via email to financialaid@rappahannock.edu
4. You will receive an email confirmation once a financial aid specialist receives your signed bookstore authorization form. You will be given a bookstore voucher sent to you and the bookstore staff via your student email.

Important: It is your responsibility to check your To Do List regularly. **If you are signed up for a regular session course, you will not be able to receive a bookstore voucher during this period in the semester. Bookstore vouchers are only for new second 8 week course students.** If you decide to add a second 8 week or later starting course to your current schedule, and you do not have the financial resources to purchase your books/supplies, please contact Dave Keel at dkeel@rappahannock.edu for assistance.